

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Division of Drinking Water	UNIT Engagement Unit 3	POSITION # 880-456-3846-006	DATE October 2021
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Water Resource Control Engineer		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Chad Fischer			
CURRENT CLASSIFICATION OF SUPERVISOR Senior Water Resource Control Engineer		REVIEWED AND APPROVED BY SIGNATURE	
SUPERVISION EXERCISED (IF APPLICABLE)			
1. DIRECTLY SUPERVISED		2. INDIRECTLY SUPERVISED	
NO. OF EMPLOYEES	CLASS TITLE	NO. OF EMPLOYEES	CLASS TITLE
DESCRIPTION OF DUTIES: SUMMARIZE THE REGULARLY ASSIGNED DUTIES OF THE POSITION, EXPLAIN MOST IMPORTANT DUTIES FIRST. LIST THE PORTION OF TIME BY PERCENTAGE IN LEFTHAND COLUMN, EXTRA SHEETS MAY BE ATTACHED.			
% OF TIME	DUTIES		
	<p>The Water Boards values diversity, equity, and inclusion throughout the organization. We foster an environment where employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees is essential to inspiring innovative solutions. Together we further our mission to preserve, enhance, and restore the quality of California's water resources and drinking water for the protection of the environment, public health, and all beneficial uses, and to ensure proper water resource allocation and efficient use, for the benefit of present and future generations. Join the Water Boards to improve the lives of all Californians.</p> <p>Under the close supervision of a Senior Water Resource Control Engineer of the Engagement Unit #3 in the Division of Drinking Water (DDW) and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments. Travel for the duties specified below is required.</p> <p>This unit will primarily focus on efforts related to supporting rural public water systems that currently have violations or public water systems that are at-risk of violations, especially where consolidation is not a feasible solution. The position will also support state small water systems and domestic wells that are impacted by water quality or quantity issues. Administrators, as defined in Health & Safety Code Section 116686, are appointed to serve public water systems that violate drinking water standards. Administrators are funded by the State Water Board and the State Water Board has statutorily required stakeholder outreach. Specific responsibilities include:</p>		
45%	<p>Apply engineering knowledge to assist in developing technical scope of works for administrators and supporting rural water systems with violations or that are at-risk. Coordinate with the Division of Financial Assistance to obtain executed funding agreements for administrators, water systems that have violations, at-risk water systems, state small water systems, and domestic well communities. Perform community outreach for input on the proposed administrator, support treatment alternatives, and advance water system technical, managerial, and financial capacity. Develop enforcement orders. Appoint an administrator to a public water system, and act as technical oversight support once administrators are appointed. Utilize engineering knowledge to assist in developing long-term operational and maintenance support for water systems in violation. Provide technical expertise and oversight support for the</p>		

	implementation of interim drinking water solutions, such as point of entry/point of use filtration, hauled water and vended water. Develop regulatory guidance for these interim solutions and present guidance materials to various stakeholders. Track efforts in the State Water Board's SAFER Clearinghouse database to ensure collaboration across the Division and other State Water Board staff.
30%	Coordinate with counties, environmental justice stakeholders, technical assistance providers, other state agencies, public water systems, and others to align and develop the Division of Drinking Water's efforts in rural communities for public water systems, state small water systems and domestic wells. Collaborate with stakeholders to develop interim drinking water supply programs. Develop data and programmatic coordination with Regional Boards on Sustainable Groundwater Management Act projects (SGMA), Central Valley – Salts programs, or similar. As part of these responsibilities, the incumbent is required to give presentations to internal and external groups in culturally diverse and sensitive regions; advocate for community engagement; understand, communicate with and effectively interact in diverse settings. Evaluate and develop maps, graphics and other materials for effective presentations. Provide technical support to other State Water Board staff by the development of policies, strategies, regulations and guidelines.
20%	Conduct inspections of small water systems that fail or threaten to fail to provide an adequate supply of safe drinking water to evaluate the potential for consolidation with a receiving water system. On-site inspection activities include water source intakes, treatment plants, storage, and distribution facilities. These activities require the incumbent to navigate uneven rugged terrain for extended periods of time during a workday. Review system operational, financial and managerial records, procedures, and all required administrative programs. Gather data necessary to maintain and update system inventory and inspection information. Utilizing engineering knowledge, assist in the development and testing of new database systems and create visually appealing website content on solution alternatives for rural communities. Assist in developing procedures to further enhance the Engagement Unit's mission.
5%	Perform other duties, as required.
Employee Signature: _____ Date Signed: _____	

Revised 03/29/21